WRPR

OPERATOR PROFICIENCY

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INTRODUCTION

THE FEDERAL COMMUNICATIONS COMMISSION (FCC) WAS ESTABLISHED BY THE FEDERAL GOVERNMENT TO REGULATE THE AIRWAVES, WHICH ARE CONSIDERED TO BE PUBLIC PROPERTY, AND TO KEEP STATIONS FROM INTERFERING WITH EACH OTHERS SIGNALS. THE FCC ISSUES AND RENEWS STATION BROADCAST LICENSES AND ISSUES LICENSES/PERMITS TO INDIVIDUALS TO ENSURE THAT THEY OPERATE WITHIN LEGAL PARAMETERS.IN 1985 THE FCC DEREGULATED THE LAST OF THE INDIVIDUAL LICENSES AND TRANSFERRED THE RESPONSIBILITY FOR TESTING TO THE INDIVIDUAL STATIONS. IN ORDER TO BE LEGALLY LICENSED ONE NEED ONLY FILL OUT AN OFFICIAL FORM AND SEND A CHECK FOR $45.00 TO THE FCC. IF YOU INTEND TO ONLY OPERATE A NON-COMMERCIAL EDUCATIONAL STATION, THE FEE MAY BE WAIVED. A LETTER ATTESTING TO THAT FACT MUST BE SUBMITTED WITH YOUR APPLICATION. HOWEVER THE FCC HOLDS THE INDIVIDUAL STATION RESPONSIBLE FOR HIRING PEOPLE THAT ARE WELL VERSED IN FCC RULES AND REGULATIONS AND ARE CAPABLE OF OPERATING A BROADCAST STATION LEGALLY. (AN OPERATORS PERMIT MAY BE REVOKED BY THE FCC FOR KNOWINGLY TRANSMITTING FALSE OR DECEPTIVE COMMUNICATIONS, WILLFULLY INTERFERING WITH OTHER RADIO COMMUNICATIONS OR SIGNALS.) HERE AT WRPR WE HAVE DESIGNED A PROFICIENCY TEST TO SERVE THIS FUNCTION, AND WE REQUIRE ALL OPERATORS TO PASS THIS TEST WITH A GRADE OF 80 OR BETTER. THIS INFORMATION PACKET WILL ACQUAINT YOU WITH SOME OF THE FCC RULES, REGULATIONS, AND PROCEDURES YOU WILL NEED TO KNOW TO LEGALLY OPERATE OUR RADIO STATION. IT IS RECOMMENDED THAT YOU READ OTHER MATERIAL TO ASSIST YOU IN YOUR PREPARATION AND TO KEEP CURRENT.

WRPR OPERATOR PROFICIENCY

I. FCC REQUIREMENTS

A. STATION AUTHORIZATION

EACH RADIO STATION LICENSED BY THE FEDERAL COMMUNICATIONS COMMISSION (FCC) RECEIVES A LICENSE WHICH GRANTS IT THE PRIVILEGE TO OPERATE A RADIO STATION FOR A FIXED NUMBER OF YEARS. (NORMAL RADIO LICENSES ARE ISSUED FOR SEVEN YEARS) THIS LICENSE IS DISPLAYED IN A PROMINENT PLACE AT EACH AND EVERY RADIO STATION. WRPR HAS OUR INSTRUMENT OF AUTHORIZATION ON THE CONTROL ROOM WALL IN STUDIO A. ON THE STATION AUTHORIZATION IS OUR FREQUENCY, 90.3 MHz, (OR CHANNEL 212) OUR OUTPUT POWER, 100 WATTS, AND OUR CITY OF LICENSE, MAHWAH NJ.

THE LICENSE IS ISSUED TO AN INDIVIDUAL, COMPANY OR ORGANIZATION. THE LICENSEE FOR WRPR IS THE BOARD OF TRUSTEES OF RAMAPO COLLEGE OF NEW JERSEY. THE INDIVIDUALS THAT MAKE UP THE ENTITY THAT IS GRANTED THE LICENSE MUST ALL MEET THE SAME CRITERIA. THEY MUST DISCLOSE ANY AND ALL BROADCAST HOLDINGS, THEY MUST BE CITIZENS OF THE UNITED STATES AND THEY MUST HOLD A VOTING SHARE OF THE COMPANY.

AUTHORIZED OUTPUT POWER OF THE STATION MUST NOT BE EXCEEDED BY MORE THAN 5 PERCENT OF THE LICENSED POWER, NOR MAY IT FALL BELOW 90 PERCENT OF AUTHORIZED POWER. THIS KEEPS THE STATIONS SIGNAL WITHIN THE AREA THAT THE STATION IS SUPPOSED TO SERVE. A STATION MUST ALSO OBSERVE THE HOURS THAT IT IS SUPPOSED TO BE ON THE AIR.

THE CITY OF LICENSE IS THE COMMUNITY WHERE YOUR SIGNAL IS PRIMARILY AIMED. IT IS NOT ALWAYS WHERE YOUR TRANSMITTER IS LOCATED, NOR IS IT ALWAYS WHERE THE STUDIO IS PHYSICALLY LOCATED.(EXCEPTIONS HAVE BEEN GRANTED WHERE IT WAS IN THE PUBLIC INTEREST.)

WE DO NOT HAVE TO HAVE TOWER LIGHTING AS WE ARE BELOW THE AVERAGE-TERRAIN OF THE AREA. IF WE DID HAVE LIGHTS YOU WOULD HAVE TO CHECK-THEM ONCE A DAY TO MAKE SURE THAT THEY WERE OPERATIONAL.

B. OPERATOR LICENSING

IN ADDITION TO THE STATION BEING LICENSED, EACH INDIVIDUAL WHO CONTROLS THE TRANSMITTER MUST HAVE AN OPERATOR PERMIT OR LICENSE. (73.1860) THIS PERMIT MUST BE POSTED AT THE CONTROL POINT OF THE STATION.THE OPERATOR MUST BE ON DUTY AT THE CONTROL POINT FOR THE TRANSMITTER OR A LICENSED REMOTE CONTROL POINT. WRPR OPERATES BY REMOTE CONTROL FROM STUDIO A. IF THE REMOTE CONTROL FAILS WE MUST THEN OPERATE THE TRANSMITTER BY PHYSICALLY BEING IN FRONT OF IT IN THE G WING.

THE MOST COMMON PERMIT THAT IS HELD IS THE RESTRICTED RADIOTELEPHONE PERMIT. AN ELIGIBLE PERSON MAY APPLY FOR THIS PERMIT BY FILLING OUT FORM 753 IN BLUE OR BLACK INK. IT MUST BE RETURNED TO THE FCC WITH THE APPROPRIATE FEE (CURRENTLY $45) AND THEN WAITING FOR THE PERMIT TO BE RETURNED. WHILE YOU ARE WAITING, IF THE CONDITIONS ARE FILLED, YOU MAY OPERATE WITH THE TEMPORARY PERMIT THAT IS PART OF FORM 753. YOU MAY DO THIS FOR 60 DAYS OR UNTIL YOU RECEIVE YOUR PERMANENT PERMIT.

EACH OPERATOR PERMIT MUST BE POSTED AT THE STATION WHERE YOU WORK. IF YOU WORK AT MORE THAN ONE STATION A COPY MAY BE POSTED AT EACH- ADDITIONAL STATION. OPERATORS ARE RESPONSIBLE FOR MAKING SURE THAT THEY REMOVE THEIR PERMIT WHEN THEY LEAVE A STATION. IF YOU ARE ASKED TO LEAVE YOUR PERMIT WILL BE SENT TO YOU.

EACH RADIO STATION IS RESPONSIBLE FOR MAKING SURE THAT IT'S OPERATORS ARE INSTRUCTED AND CAPABLE OF THE PROPER OPERATION OF THEIR EQUIPMENT, HOWEVER EACH OPERATOR IS RESPONSIBLE FOR THE PROPER OPERATION WHILE HE OR SHE IS ON DUTY.

THE FCC HAS THE RIGHT TO REVOKE THE STATION LICENSE OR AN INDIVIDUAL'S OPERATOR PERMIT OR LICENSE. IT IS RARE THAT THIS IS DONE BUT SOME PEOPLE HAVE HAD THEIR "MEAL TICKET" REVOKED FOR DOING STUPID THINGS. STATION LICENSES ARE USUALLY WELL PROTECTED BY THEIR OWNERS AND WRPR IS NO EXCEPTION. THE TRUSTEES DO NOT WANT A LEGAL HASSLE NOR DO THEY WANT TO SPEND MONEY ON STUPID LEGAL CLAIMS. IN KEEPING WITH THE SERIOUSNESS OF THE LICENSE, NO STUPIDITY WILL BE TOLERATED.

C. PUBLIC FILE

EACH RADIO STATION MUST KEEP A PUBLIC FILE WHICH CONTAINS THE- FOLLOWING:

- COPIES OF FILING FOR LICENSE RENEWAL
- ANY AGREEMENT WITH A CITIZEN OR CITIZENS GROUP
- COPIES OF OWNERSHIP REPORTS
- RECORDS OF BROADCASTS MADE BY CANDIDATES FOR PUBLIC OFFICE
- LETTERS RECEIVED FROM THE PUBLIC
- LETTERS REGARDING "SIGNIFICANT TREATMENT OF COMMUNITY ISSUES"-

THIS IS BY NO MEANS ALL THAT IS REQUIRED, ONLY A SUMMARY OF THE MOST IMPORTANT THINGS THAT SHOULD BE KEPT. WRPR KEEPS THIS FILE IN THE OFFICE AREA. FOR OBVIOUS REASONS IT IS KEPT UNDER LOCK AND KEY. IF YOU DESIRE TO VIEW IT, PLEASE SEE A MANAGER.

D. STATION (OPERATIONS) LOG

THE STATION LOG MUST CONTAIN THE FOLLOWING INFORMATION:
- THE CALL SIGN AND CITY OF LICENSE OF THE STATION
- THE TIME THE TRANSMITTER BEGINS AND ENDS SUPPLING POWER TO THE ANTENNA
- THE PERSON IN CONTROL OF THE TRANSMITTING APPARATUS
- ANY EMERGENCY TRAFFIC

THE LOG MUST BE KEPT IN ENGLISH WITH LEGIBLE WRITING. BLUE OR BLACK INK ONLY AND PAGES MUST BE NUMBERED AND DATED. WRPR SATISFIES THESE REQUIREMENTS WITH OUR ONE PAGE STATION LOG.

COMMON PROBLEMS WE HAVE SEEN IN THE PAST INCLUDE:
FORGETTING TO SIGN ON/OFF OF THE LOG
USE OF INCORRECT TIME
NOT MAKING CORRECTIONS PROPERLY
USING THE WRONG COLOR INK OR PENCIL

YOUR LEGAL SIGNATURE AS IT APPEARS ON YOUR LICENSE OR PERMIT MUST-BE USED AT ALL TIMES. AS STATED BEFORE IT MUST BE LEGIBLE.

ON PAGE 6 IS A CHART TO BE USED TO FIGURE OUT MILITARY TIME.
(IE 2 PM IS 1400)
MIDNIGHT IS 0000 IF IT USED AS THE START OF A DAY. IT IS 2400 IF IT IS USED AS THE END OF A DAY. WHEN YOU ARE ON THE AIR AND CONTINUE INTO THE NEXT DAY YOU WILL WRITE "2400" IN THE TRANSMITTER OFF TIME. YOU WILL THEN SIGN OFF OF THE CURRENT DAYS LOG AND SIGN ON TO THE NEXT DAYS LOG. SAMPLES ARE ON PAGES 11 & 12.

TO MAKE A CORRECTION TO AN IMPROPER ENTRY YOU MAKE A SINGLE LINE-THROUGH THE ERROR, DATE AND INITIAL. YOU THEN MAKE THE CORRECTION-IN THE IMMEDIATE AREA OF THE ERROR. THE DATE MUST INCLUDE THE DAY-MONTH AND YEAR. SAMPLES ARE ON PAGES 11 & 12.

THE TRANSMITTER ON TIMES ARE WHEN YOU ACTUALLY START SUPPLYING POWER TO THE ANTENNA AND LIKEWISE THE OFF TIMES ARE WHEN YOU STOP SUPPLYING POWER TO THE ANTENNA.

THESE ARE NOT THE ONLY MISTAKES MADE, ONLY THE MOST COMMON.

EACH TIME YOU BEGIN OR END SUPPLYING POWER TO THE ANTENNA MUST BE LOGGED. THIS INCLUDES POWER FAILURES, SIGN-OFF DUE TO LACK OF RELIEF OPERATOR AND OTHER PROBLEMS.

01:00	1:00 AM
02:00	2:00 AM
03:00	3:00 AM
04:00	4:00 AM
05:00	5:00 AM
06:00	6:00 AM
07:00	7:00 AM
08:00	8:00 AM
09:00	9:00 AM
10:00	10:00 AM
11:00	11:00 AM
12:00	12:00 NOON
13:00	1:00 PM
14:00	2:00 PM
15:00	3:00 PM
16:00	4:00 PM
17:00	5:00 PM
18:00	6:00 PM
19:00	7:00 PM
20:00	8:00 PM
21:00	9:00 PM
22:00	10:00 PM
23:00	11:00 PM
24:00	12:00 MIDNIGHT

THE DAY BEGINS AT 00:00 AND ENDS AT24:00. THE MOST COMMON MISTAKE IS TO TRY TO CONTINUE THE PREVIOUS DAY. 24:06 IS AN INVALID TIME. THE CORRECT TIME WOULD BE 00:05 ON THE NEXT DAY.

E. EBS PARTICIPATION

WRPR PARTICIPATES IN THE EMERGENCY BROADCAST SYSTEM. WE RECEIVE NATIONAL, STATE AND REGIONAL EMERGENCY NOTIFICATIONS FROM WPAT 930 KHz. WHEN THEY TRANSMIT AN EMERGENCY ACTION NOTIFICATION YOU MUST LISTEN TO WHAT IS ANNOUNCED AND ACT ACCORDINGLY. THIS MAY INCLUDE: INTERRUPTING PROGRAMMING TO ACTIVATE EBS, REPEATING THE ACTIVATION AND THEN STANDING BY FOR FURTHER NEWS AND INFORMATION. - IF THIS HAPPENS, PLEASE NOTIFY STATION MANAGEMENT IMMEDIATELY!!!

EBS MAY ALSO BE ACTIVATED ON A LOCAL LEVEL FOR LOCAL PROBLEMS. THESE MAY INCLUDE: FLOODS, MAJOR FIRES, CIVIL UNREST, HAZARDOUS-MATERIAL LEAKS, EARTHQUAKES AND ANY OTHER PROBLEMS THAT AFFECT A LARGE GROUP OF THE PUBLIC.

EBS TESTS ARE CONDUCTED ONCE A WEEK BETWEEN 0600 AND LOCAL SUNSET. THE FRIDAY OPERATOR SHOULD CHECK TO SEE IF A TEST WAS DONE AND IF- NOT DO ONE BEFORE SUNSET. IT IS A GOOD HABIT TO RANDOMLY DO THESE- TESTS TO MAKE SURE THAT PEOPLE THAT MONITOR WILL RECEIVE THEM. I PERSONALLY KNOW OF AT LEAST ONE PERSON THAT LOGS THE TESTS FROM THE STATION THAT THEY MONITOR TO MAKE SURE THAT THEY HAVE RECEIVED THEIR WEEKLY TEST. WE SHOULD ALSO MAKE SURE THAT WE RECEIVE THE - WEEKLY TEST FROM WPAT.

WRPR HAS A CART GIVING THE FOLLOWING INFORMATION: "THIS IS A TEST OF THE EMERGENCY BROADCAST SYSTEM, THIS IS ONLY A TEST." THE CART - THEN HAS A PAUSE FOR YOU TO ACTIVATE THE TONE GENERATOR. AFTER THE- TONES END (8 SECONDS) THE CART WILL RESUME WITH THE REST OF THE- TEST MESSAGE. IN JULY OF 1996 EBS WILL BE REPLACED BY EAS. THIS WILL COMPLETELY CHANGE ALL OF THE ABOVE. WE WILL KEEP ALL STATION PERSONNEL INFORMED OF THE CHANGES WHEN WE IMPLEMENT THEM.

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C. OPERATOR DUTIES

ALL OPERATORS ARE EXPECTED TO ATTEND ALL STAFF MEETINGS AND BE PRESENT FOR THEIR AIR SHIFTS. IF YOU ARE UNABLE TO MAKE AN AIR SHIFT FOLLOW THE PROCEDURE OUTLINED IN YOUR STATION MANUAL. WHEN IN THE STATION PLEASE BEHAVE IN A BUSINESSLIKE MANNER. ANSWER PHONES IN THE APPROPRIATE WAY AND GREET VISITORS IN A PROMPT, COURTEOUS FASHION. THINK ABOUT HOW YOU WOULD LIKE TO BE TREATED WHEN YOU DEAL WITH THE PUBLIC. REMEMBER WE ARE A FEDERALLY LICENSED STATION AND WE SERVE THE PUBLIC INTEREST.

PLEASE MAKE SURE THAT THE FACILITY IS KEPT NEAT AND CLEAN. FOLLOW STATION MANAGEMENTS ORDERS ON CLEANUPS AND THERE WILL BE NO SMOKING OR EATING IN THE STUDIOS.

REMEMBER YOUR PRIMARY CONCERN WHILE ON DUTY IS THE OPERATION OF THE TRANSMITTER. ANYTHING ELSE IS SECONDARY. (THIS INCLUDES MUSIC,TELEPHONE CALLS AND ANYTHING ELSE THAT IS PROGRAM RELATED.)

D. STATION MANAGEMENT

KNOW WHO THE STATION MANAGERS ARE AND THEIR FUNCTION/DUTIES.INTOLERANCE TO ORDERS ISSUED BY MANAGERS WILL NOT BE TOLERATED. KNOW THE STRUCTURE OF STATION MANAGEMENT. IF PEOPLE ARE ABSENT KNOW WHO THE NEXT IN COMMAND ARE. REMEMBER: MANAGEMENT HAS THE LAST SAY, AND THE OWNERS OR THEIR AGENTS HAVE THE FINAL SAY!

E. FCC

KNOW WHAT TO DO IF A FCC FIELD INSPECTOR SHOWS UP ON OUR DOORSTEP. BE POLITE, ANSWER QUESTIONS TO THE BEST OF YOUR ABILITY AND CONTACT STATION MANAGEMENT. IF IT IS DURING BUSINESS HOURS DO NOT DELAY IN FINDING SOMEONE WHO HAS ACCESS TO THE PUBLIC FILE, STATION LOGS, CORRESPONDENCE ETC. YOU SHOULD KNOW WHERE THE INSTRUMENT OF AUTHORIZATION IS POSTED. KNOW WHERE YOUR PERMIT IS POSTED. BE SURE ABOUT EBS AND THE PROPER WAY TO TEST OR ACTIVATE THE SYSTEM. KNOW WHO THE LICENSEE IS AND THE STRUCTURE OF THE STATION. IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THIS PLEASE SEE A MANAGER.

F. OBSCENITY POLICY

PLEASE REFER TO YOUR STATION MANUAL FOR PRECISE INFORMATIONON HOW TO HANDLE OBSCENE MATERIAL BUT AS A RULE OF THUMB, IF IT CONTAINS OBSCENE MATERIAL DO NOT PLAY IT. YOU MUST NOT KNOWINGLY AIR MATERIAL THAT IS "OFFENSIVE, INDECENT OR OBSCENE". WE SERVE THE PUBLIC, THAT INCLUDES LITTLE OLD LADIES, CHILDREN AND PEOPLE WHO ARE EASILY OFFENDED. YOU CANNOT SAY "JUST TURN THE DIAL!!" IF YOU INADVERTENTLY PLAY SOMETHING THAT IS OBSCENE,(A RECORD,TAPE OR CD) PUT AN X ACROSS THE COVER, NOTE IT IN A MEMO TO THE PROGRAM MANAGER AND REMOVE IT FROM THE PLAY LIST. DO NOT MAKE COMMENTS ON THE AIR OR MAKE EXCUSES FOR YOU NOT KNOWING THE MATERIAL THAT YOU PLAYED.-

THE WORST MISTAKES PEOPLE MAKE ARE OPENING THE MICROPHONE AND NOT SAYING ANYTHING OF VALUE. THINK AHEAD, PLAN AHEAD AND DO YOUR SHOW TO THE BEST OF YOUR ABILITY.

IV. OPERATOR TESTING

YOU WILL BE TESTED ON THE MATERIAL YOU HAVE READ HERE, WHAT IS CONTAINED IN THE STATION MANUAL AND THE KNOWLEDGE THAT YOU HAVE LEARNED IN YOUR TRAINING. THE TEST WILL BE MULTIPLE CHOICE. YOU MUST PASS IT WITH A SCORE OF 80% OR BETTER. IF YOU DO NOT PASS THE TEST, YOU MAY RETAKE IT AFTER A WEEK HAS PASSED AND YOU HAVE RESTUDIED THE MATERIAL. IT IS ADVISABLE TO CHECK WITH A STATION MANAGER ON ANY POINTS YOU ARE UNSURE OF AND QUESTIONS THAT ARISE AS YOU RESTUDY THE PROCEDURES.

IF YOU GO ON THE AIR WITHOUT BEING TESTED, YOU WILL AUTOMATICALLY- BE SUSPENDED FOR A PERIOD TO BE DETERMINED BY THE CHIEF OPERATOR- AND THE FACULTY ADVISOR. LIKEWISE IF YOU DO NOT PASS AND GO ON THE AIR YOU WILL ALSO BE SUSPENDED.

ALL TESTS ARE THE PROPERTY OF THE LICENSEE AND ONLY YOUR PASSING - OR NOT PASSING WILL DIVULGED. IF TEST SECURITY IS COMPROMISED IT- WILL TAKE AT LEAST A WEEK BEFORE ANY TESTING CAN RESUME. PLEASE- FOLLOW ALL DIRECTIONS OF THE PROCTOR. THEY CANNOT GIVE YOU HINTS,- ANSWERS OR CLUES. PLEASE DO NOT ASK FOR THEM. YOU MAY NOT HAVE ANY STUDY MATERIAL NEAR YOU WHILE YOU ARE BEING TESTED. YOUR COOPERATION IS AN ASSURANCE OF FAIR TESTING FOR ALL.